



## **HOW WE HIRE**

***A building is just bricks and mortar - what makes our company run are the people who work here.***

We believe that having the right people, in the right seats is the best way to ensure a company's success. Happy employees with a connection to our Core Values who understand their role will enable us to reach our goals and objectives at each TBC property. An efficient hiring process enables us to hire valued employees who bring their whole selves to work year-after-year- after-year.

The perfect candidate is a team player who is smart, creative, fun, friendly and dedicated to **Delivering Memorable Experiences**.

### **This is how we interview:**

Our process is basic. You will begin by completing the attached *Application for Employment*. Next is an on-site, in-person interview with a hiring manager and other member/s of a hiring team.

The following information helps guide our decision:

**All about you:** We want to learn how you think, what inspires you and where you see yourself as part of our team. We will ask questions to help us determine how you can help us reach our goals. We also want to know about your expectations of this career experience and how you like to be recognized for going above-and-beyond.

**Your Experience:** We want you to have the background that will allow you to thrive within your position. We will ask questions related to your role with TBC. We will look for team-members who will support our mission of building great relationships and earning loyalty.

**This is how we decide:** The candidate/s whose personality, skills and experience most-closely align with the requirements for the position applied for will be offered an opportunity to join our team and will receive a link to complete new-hire paperwork online through our payroll vendor.

TBC is proud to be an equal opportunity employer. We embrace diversity and the value that each individual brings to our company.



the brick companies

An Equal Opportunity Employer

## The Brick Companies

3168 Braverton Street, Edgewater, MD 21037 (443) 951-2000 FAX (443) 951-2020

### Employment Application

This application will be held in the active file for sixty (60) days. After that period, if you still wish to be considered, please contact us.

Date \_\_\_\_\_

PLEASE PRINT (USE INK):

Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
First Middle Last

Address \_\_\_\_\_ Alternate Phone # \_\_\_\_\_  
City State Zip How Long? \_\_\_\_\_

Email \_\_\_\_\_

PLEASE ANSWER EVERY QUESTION. ATTACH A SEPARATE SHEET IF MORE SPACE IS NEEDED.

#### GENERAL INFORMATION SECTION

Position Applied For \_\_\_\_\_ Salary Requirements \_\_\_\_\_

RANK IN ORDER OF PREFERENCE THE TYPE OF WORK YOU DESIRE

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Seasonal or Temporary \_\_\_\_\_

How or by whom were you referred to us? \_\_\_\_\_ Date Available for Work \_\_\_\_\_

Have you ever applied here before?  Yes  No

Are you over 18 years of age?  Yes  No

Are you legally eligible to work in the country?  Yes  No

Do you know how to swim? (Marina use only)  Yes  No

If applying for a position that requires driving, do you have a valid driver's license?  Yes  No

**EMPLOYMENT RECORD SECTION**

If you have a resume, please attach.

Start with the PRESENT or most RECENT employer. List all previous employers including self employment, military service, summer and part-time jobs. If you need more space, continue on a separate sheet.

PRESENT/PREVIOUS EMPLOYER	DATES & SALARY	POSITION & DUTIES
COMPANY NAME:	FROM \$	
STREET ADDRESS	TO \$	NAME & TITLE OF SUPERVISOR
CITY & STATE ZIP	TELEPHONE NUMBER	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
REASON FOR LEAVING		

PRESENT/PREVIOUS EMPLOYER	DATES & SALARY	POSITION & DUTIES
COMPANY NAME:	FROM \$	
STREET ADDRESS	TO \$	NAME & TITLE OF SUPERVISOR
CITY & STATE ZIP	TELEPHONE NUMBER	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
REASON FOR LEAVING		

PRESENT/PREVIOUS EMPLOYER	DATES & SALARY	POSITION & DUTIES
COMPANY NAME:	FROM \$	
STREET ADDRESS	TO \$	NAME & TITLE OF SUPERVISOR
CITY & STATE ZIP	TELEPHONE NUMBER	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
REASON FOR LEAVING		

If presently employed, why do you wish to change positions? \_\_\_\_\_

\_\_\_\_\_

ACCOUNT FOR ALL PERIODS OF UNEMPLOYMENT OF ONE MONTH OR MORE DURATION AFTER LEAVING SCHOOL.

FROM	TO	STATE WHAT YOU WERE DOING
MO/YR	MO/YR	
MO/YR	MO/YR	

**EDUCATION SECTION**

NAME	CITY	STATE	MAJOR COURSE OR SUBJECT	YEARS COMPLETED	DEGREE	GPA
HIGH SCHOOL OR PREP						
BUSINESS SCHOOL						
COLLEGE						
GRADUATE WORK						

List scholastic honors, offices held, and activities in high school or college. Do not list organizations which reveal race, creed, color, national origin, religion, age, or sex.

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List any courses you have completed which will aid this Company in evaluating your qualifications for the position you are seeking. Use additional sheets as necessary. (Example: If applying for a clerical position, note training such as word processing, typing, computer programs, etc.) Please include grade or other indicator of achievement such as words per minute typed.

COURSE	DATES ENROLLED FROM TO	SCHOOL OR OTHER SPONSOR OF COURSE	DESCRIBE MAJOR CONTENT OF COURSE	GRADE

Are you planning to pursue further studies?  Yes  No  Day School  Night School  Part-Time  Full-Time

If yes, when, where, and what course(s)? \_\_\_\_\_

**ADDITIONAL INFORMATION SECTION**

Please list below any skills and aptitudes that you feel qualify you for a position at this Company.

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**REFERENCE SECTION**

Please list references other than relatives or previous employers. Providing this information means you give this Company permission to contact those individuals named.

NAME	ADDRESS	TELEPHONE NUMBER

**PLEASE READ BEFORE SIGNING**

**If you have any questions regarding the following statements, please ask them of an employment interviewer before signing this application.**

This Company is an equal opportunity employer and does not discriminate in its hiring or employment practices on the basis of race, color, religion, age, sex, national origin or ancestry, disability, marital status, veteran status, or status within any other group protected by applicable federal, state and local nondiscrimination laws. No questions on this application are intended to secure information to be used for such discrimination.

By signing your name below, you acknowledge and certify:

- that all statements made by me on this application are true and complete to the best of my knowledge
- that I have withheld nothing that would affect this application unfavorably
- that any offer I may receive from the Company is contingent upon my successful completion of the Company's total pre-employment screening process which may include a background check.
- that I understand that misrepresentations or omissions may be cause for rejection or may be cause for subsequent dismissal if I am hired
- that I am able to perform the essential functions of the position safely and properly as described in the job description for which I have applied

I also understand that nothing contained in the application or in the interview process is intended to create an employment contract between the Company and myself. Should this application result in my employment, it will be an at-will relationship. I have a right to terminate my employment at any time and for any reason and the Company retains the same right. I agree to conform to the rules and regulations of the Company. I understand that no representative of the Company, other than Officers of the Company, has the authority to change the terms of my employment and that any such change can occur only in a written employment contract.

I further understand this entire statement applies to the period prior to, or after, I may be employed.

I understand that past employers, educational institutions and/or the military will be contacted for references and I authorize any such organization to provide the requested information. I further release and forever discharge the inquiries and investigations, from any and all claims, demands, damages, actions, causes of actions, or suits of any kind or nature whatsoever arising from the Company's inquiries and investigation of my credentials and information in connection with my application.

I hereby acknowledge that I have read and understand each of the above statements. I authorize release of information about me to this company.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Applicant

**FOR INTERNAL USE ONLY**

To be completed AFTER applicant is hired.

- Part-Time    \$ \_\_\_\_\_ Per \_\_\_\_\_    Date Employed \_\_\_\_\_ Job Title \_\_\_\_\_
- Seasonal     \$ \_\_\_\_\_ Per \_\_\_\_\_
- Full-Time    \$ \_\_\_\_\_ Per \_\_\_\_\_    Department \_\_\_\_\_